

Policy for Use of the Incarnation Building

The building and our mission

The Church of the Incarnation exists for the glory of God and for the good of the city of Harrisonburg, VA. Our building on Liberty Street is one of the resources God has provided for us to pursue this purpose, hence the building exists not for our benefit alone. Commensurate with our mission, this document establishes guiding principles for choosing which events and activities will be appropriate and allowed in the building and on Incarnation's property.

Guiding principles

1. The first priority for use of the building are the worship services of the Church of the Incarnation. All events at the building must not infringe upon this task. Events that might leave the building in an unsuitable condition for worship must be scheduled in order to allow sufficient cleanup time.
2. The second priority for use of the building are events sponsored by the church (such as youth activities, Downtown Talks, etc).
3. We are a Christian community. While some events at the building may not be explicitly Christian in nature, any event held on the church property must be compatible with our mission and our Christian witness. Therefore:
 - a. Events which promote human well-being and a healthy community are appropriate.
 - b. Events which promote non-Christian behavior are not appropriate.
 - c. If alcohol is to be used in an event, the sponsoring party must agree to Incarnation's alcohol use guidelines (included in this document) and the laws of the State of VA.
 - d. If it is a marriage-related event, it must adhere to our requirements. (You should request these requirements from the church office.)
4. Principles for managing costs (clean-up, utilities, repair to damage, etc.)
 - a. Church sponsored activities will be covered out of the church's budget.
 - b. Costs of other activities will be covered by the sponsoring group.
 - c. The group sponsoring the event is responsible to cover costs of any damage to church property.
 - d. The Parish Council (through the People's Warden) may choose to pay for some non-church sponsored events out of the church budget.
 - e. You must not move the piano. If you choose to do so, you will be responsible for paying us to get it returned (\$110).
 - f. In general, church members may request the use of tables and chairs for events not held on church property. Requests must be made through the church office and approved by the People's Warden.
5. The sponsoring party is responsible for doing the following after their event: wiping up spilled food or beverage; picking up trash off the floor; disposing of the trash from all trashcans in the foyer, auditorium, and bathrooms; and returning all furniture to their

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original positions. The trash must be placed outside by the curb if the next day is a business day, or taken with you if the next day is a Saturday.

AVAILABILITY AND APPLICATION FOR USE

1. Check the church calendar for availability. You may find the church calendar at www.theincarnation.org under the “Connect” tab.
2. The building is not available past 5pm Saturday evenings due to cleaning and set-up for the following morning services. Events must be over by this time in order for the church janitor to clean.
3. We cannot make our building available on Sundays because our second worship service and fellowship time does not end until 1:00pm. We have an Arabic congregation that meets regularly at 3:00pm. Then from 5:30–7:00 our Youth Family normally meets in the building.
4. All requests for use of the building, the lot, and other resources (tables, chairs, etc.) must be made in writing through the Parish Administrator. A form for this purpose is provided in this document.
5. The Parish Administrator will review all applications for use of the building and surrounding property and will make routine approval/no approval of those applications. All decisions will be made in a way that is consistent with the guidelines stated herein. For any deviations from these guidelines, the Parish Administrator must gain approval from the People’s Warden.
6. The Parish Administrator will maintain a publicly accessible calendar showing all scheduled events on the church property. Events will not be placed on the calendar until they are officially approved. In addition, once an event is on the calendar, it will take precedence over any other requests. In this way, the calendar serves as a reliable source of plans for use of church property.

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PRODEDURE AND INSTRUCTIONS FOR USE

1. If your application is approved, you must visit the church office the day of the event to obtain a key to the building. You should coordinate the pick up time with the Parish Administrator via email (parishadmin@theincarnation.org). The key must be returned the day after the event (or Monday if the rental is on a Friday night or Saturday). The church office address is 57 S. Main St., Suite 609, Harrisonburg, VA 22801.
2. The key should not be copied or loaned to other members of the congregation. It is for your use only. It is best if outside groups make one person responsible for holding the key and doing the check-in and check-out procedure.
3. After you have the key and before the event begins, please use the checklist (attached) to walk through the building to note any damages or defects that you see for which you are not responsible.
4. When you use the building, you will find a hex key to keep the front doors open on the ledge above the doors. Insert this key into a hole in the crash bar and turn it until the bar is completely depressed. For the sake of security, you might want to lock the door after everyone in your party has arrived for your event.
5. Unless you have paid for rental of the sound equipment, please do not attempt to use it. The sound equipment may only be used with the support of one of our sound technicians, for which an extra charge applies.
6. The light switches for the main sanctuary are inside the walk-in supply closet, which is to your right along the wall once you have entered the sanctuary. They are all labeled. You are responsible for switching off all the lights that you switched on. Notice when you enter the security lights that are already switched on: those switches are clearly marked as to be left on.
7. There is usually an art exhibit up in the sanctuary. Please be mindful of the artwork if you are setting up chairs and table or if you have children in your group.
8. Children's rooms in the back hallway are off-limits to any outside group.
9. Tables and chairs are in the outside storage shed, which is opened by the same key. You may use whatever chairs and tables are needed for your event. Do not move chair racks from the shed into the foyer as these are very heavy and can do damage to doors, door frames, walls, etc. You will be held accountable for damages done. Carry (or roll) tables and chairs into the building and at the end of your event return them to their proper place. If you are setting 100 or more chairs, you can pay \$25.00 additional for our staff to set up the chairs if you specify how you want them to be set.
10. The following cleaning items in the janitor's closet (the walk-in) may be used: trash bags, broom and dustpan, clean rags, organic all-purpose cleaner, mop (with green mop head) and rolling water bucket.
11. Supplies, paper products, communion vessels, plates, and any other items in the kitchen and bathroom areas are not available for your use except for the coffee brewer, the airpots, and the creamers.
12. When your event is finished, use the attached check-list to ensure that you have left the building more or less as you encountered it. Return your completed checklist

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13. You are responsible for collecting any items that your group may have left in the building. If we find any items when we inspect the building, we will notify you and give you one week to stop by the church office to pick them up. If not claimed after one week, they will be donated to Mercy House, Gift & Thrift, or Goodwill.

Cost

The cost to rent the building is \$120, which covers the janitor's work, utilities, and wear and tear on the building. If you would only like to rent the foyer, the cost is \$50. These costs are refundable if the event is cancelled. To use the church's audio system, the minimum cost is \$100, which covers two hours of labor. Every additional hour of labor costs \$30.

Alcohol use policy

Any alcoholic beverages consumed at any Church-sponsored event or on Church property shall be consumed in moderation. Drinking alcohol to excess by any attendee is unacceptable. Prior to events sponsored by the Church where alcoholic beverages will be consumed, the Church will obtain the requisite approval from the Virginia Department of Alcoholic Beverage Control (VABC).

Prior to any events not sponsored by the Church to be held on property owned or operated by the Church, the sponsor of the event will obtain the requisite approval from VABC and provide evidence to the Church office that approval has been obtained.

It should be noted that the instructions for obtaining a license from VABC require submission of the appropriate application "no later than 12 days prior to the day of the event to ensure adequate time for processing." For additional information regarding "Banquet" and "Banquet-Special Event" licensing by VABC, see www.abc.virginia.gov/licensing/banquet.htm. All applicable laws pertaining to the use of alcoholic beverages must be observed. At a Church-sponsored event, one or more persons will be appointed by the Church office to ensure that all "Responsibilities of the Applicant" set forth by the VABC (see Figure 1 below) are followed. At an event not sponsored by the Church, the sponsor of the event will ensure that all "Responsibilities of the Applicant" set forth by VABC (see Figure 1 below) are followed. Church appointees and event sponsors must take all reasonable steps necessary to prevent an impaired person from operating a motor vehicle

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Check-In List for Using the Building

After you have picked up the key to the building and entered to set up your event, please do a walk around and note any additional damages or marks that have not already been noted on this sheet.

Outside front and side doors to enter the building

Walls and floors in the foyer

Furniture in the foyer

Walls and floors in the sanctuary

Art work in the sanctuary

Tables and chairs (if you use them)

The kitchen area

The bathrooms

Sign & date: _____

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Check-Out List for Closing the Building

Check off each item as you close down your event and prepare to leave the building.

_____ Any spills or messes on the floor have been cleaned up

_____ Table surfaces have been cleaned before replacing them in the shed

_____ All tables and chairs taken from the shed have been returned

_____ The coffee maker/kitchen area has been cleaned up

_____ All personal items that may have been left by your group have been collected & taken

_____ The toilets have been flushed

_____ The bathroom lights have been turned off

_____ The sanctuary lights have been turned off

_____ The door to the shed has been locked and securely shut

_____ The side door and front doors have been locked and securely shut

Last of all, remember to return the key to the office (57 South Main St. Suite 609)

Sign and date: _____